

**Minutes of Land Use, Parks and Environment (LUPE) Committee  
February 20, 2018**

Chair Zimmermann called the meeting to order at 8:32 a.m.

**Committee Members Present:** Dave Zimmermann (Chair), Bill Mitchell, Kathleen Cummings, Keith Hammitt, Robert Kolb and Tom Schellinger. **Absent:** Ted Wysocki

**Also Present:** Legislative Policy Advisor Sarah Spaeth, Citizen Michael R. Starich, Citizen Gary Metzger, Parks System Manager Steve Brunner, Budget Analyst Steven Trimborn, Parks & Land Use Director Dale Shaver and Corporation Counsel Erik Weidig. Minutes Recorded by Beth Schwartz, County Board Office.

**Approve Minutes of January 16, 2018**

MOTION: Mitchell moved, second by Schellinger to approve the minutes of January 16, 2018. Motion carried 6-0.

**Executive Committee Report of February 19, 2018**

Zimmermann reported the committee approved three appointments and a resolution to authorize the selection and engagement of outside counsel regarding potential opioid litigation. The committee also approved the Sheriff's Department overtime audit and heard a follow up presentation on the Public Works Highway Operations audit. They also heard a Wisconsin Counties Association (WCA) Legislative Exchange update and standing committee reports from committee chairs.

**Future Agenda Items:**

- Meeting at Retzer Nature Center Earth Day display (April 2018)
- NACO newspaper article (Cummings)

**Future Meeting Date(s):** March 20, 2018 & April 3, 2018 (Chair Zimmermann will not be in attendance)

**Motion to Allow Secretary Hammitt to Approve the Final Set(s) of Committee Minutes on Behalf of the Committee**

MOTION: Mitchell moved, second by Cummings to allow Secretary Hammitt to approve final set(s) of committee minutes on behalf of the committee. Motion carried 6-0.

**Discuss and Consider Ordinance 172-O-076: Create One Regular Full-Time Public Communications Specialist Position In The Department Of Parks & Land Use**

Shaver said this ordinance will establish a new position of Public Communications Specialist in the Department of Parks & Land Use. This is a regular full-time position with the salary range \$44,928 - \$59,446. The Department completed a strategic planning process in order to be more proactive in addressing the needs of business and citizen customers. Through that process it was discovered additional emphasis should be placed on centralized Department public communications work and consolidation of messaging for efficiency. The work currently being done by interns that help with community outreach will be consolidated into one position. The work of this position will drive revenue enhancement opportunities, increase volunteer and corporate involvement in Department events and programs, and assist in meeting existing program public communications needs, particularly in the use of social media. The position is expected to be allocated between the Parks Operations Division and Material Recycling Facility (MRF) Fund within existing Personnel Costs appropriation units.

To manage these additional position costs, the Department indicated it will leave extra-help graduate intern positions vacant in both the Parks-General and MRF funds, resulting in personnel savings of \$32,318. The total full-year cost of this position, with benefits, is estimated at \$70,900. The Department expects to fund the position within their 2019 budget resources. No additional funding outside of the 2018 budget will be needed to cover the costs of this position. Zimmermann asked what other tasks will be associated with this position. Shaver said this position will enhance branding consistency and leverage marketing opportunities. He would like the 8400 hours of volunteer work the Department receives to increase by 5% every year with the help of this position coordinating volunteer outreach and establishing public relations and marketing with businesses. Schellinger asked what qualifications a candidate for the position must have. Shaver said qualifications include training from college in marketing, communications or public relations. Cummings asked why establishing this position was not brought up at budget time. Shaver said they do not want to wait and put off a position they'd prefer to transition and utilize now.

MOTION: Schellinger moved, second by Hammitt to approve Ordinance 172-O-076. Motion carried 6-0.

### **Presentation on Parks & Land Use Department Succession Planning**

Shaver discussed his path to becoming the Department director and the value of succession planning he inherited from his predecessor. Through use of the mentoring program, viable candidates are primed for advancement in the Department, especially for Division leadership, positioning the organization to have good leaders that can step into the role. Through use of the Strength Finder assessment in a program for all full-time employees, findings are put in a database for goal development and seeking project management staff. The mentoring team program is a calendar year of training delivered by key County staff and employees are matched to a mentor. The Effective Supervisory program is group training for employees that are new to supervision. In this six month program, after every couple steps completed the employee confers with their mentor. For Department employees Shaver signs up to be mentor, investing in his staff and paying attention to professional development. These programs use mindfulness and allow for planning three to four years ahead to eliminate gaps before retirements. Schellinger asked how Shaver feels about the mentoring program. Shaver said after four years of the high-level mentoring program, the program improves every year. He seeks leaders with soft skills, people with the ability to develop leadership skills, create a culture where an organization would follow them, and those invested in advancing the organization. Zimmermann commented on the effect this has on employee retention and other business advantages.

### **Discuss and Consider Ordinance 172-O-072: Authorize Property Assessed Clean Energy (PACE) Financing Loan Program**

Shaver said this ordinance authorizes the County to make a loan or enter into an agreement regarding loan repayments to a 3rd party for owner-arranged or lessee-arranged financing for energy, water, and renewable resource improvements. Weidig said Property Assessed Clean Energy (PACE) loans arranged by property owners or lessees to make such improvements by treating loan principal and interest, fees, and other charges as special charges eligible for inclusion on the tax roll for these properties. These renovations or additions include those to improve energy efficiency, water efficiency, renewable resource applications increase property values, stimulate local economic activity, provide local and global environmental benefits, and promote the general welfare of County residents. This Ordinance will sunset three years after the effective date unless adopted for its continuation.

MOTION: Schellinger moved, second by Cummings to approve Ordinances 172-O-072. Motion carried 6-0.

**Discuss and Consider Ordinance 172-O-073: Authorize Joining Wisconsin PACE Commission And Execution Of Joint Exercise Of Powers Agreement**

Shaver said this ordinance authorizes the County to join the Wisconsin PACE Commission. The County is empowered by law to promote economic, cultural and community development. This also includes the promotion of opportunities for creation or retention of employment, stimulation of economic activity, increase of the tax base, and promotion of opportunities for education, cultural improvement, public health, safety and general welfare. In 2016, Dunn, Eau Claire, and La Crosse counties created a commission to be known as the Wisconsin PACE Commission with the support and counsel of the Wisconsin Counties Association, League of Wisconsin Municipalities, Green Tier Legacy Communities and other stakeholders. Since 2016, the Commission has grown to 27 members including Brown, Dane, Kenosha, Ozaukee, Racine, and Washington counties. Weidig said it is in County's best interests to join the Wisconsin PACE Commission. The Commission representatives are appointed by the County Executive.

MOTION: Cummings moved, second by Hammitt to approve Ordinance 172-O-073. Motion carried 6-0.

**Discuss Courthouse Parking Lot Rental Policy**

Shaver said the County makes the parking lots available on occasion for business purposes and are usually accommodated for a rental or lease cash value for a set amount of time. There is a current partnership with Wisconsin Coach Lines for Nagawaukee and Eble Ice Arena parking lots for Summerfest shuttles. Sometimes agreements are made where parking lots are utilized by the neighborhood without a fee associated. However, in the case of a business or an entity with an inherent expense associated, fees are charged. If it were a structured agreement, such as baseball parking over an extended period, then it would not be a lease agreement and instead come forward as an ordinance.

**Legislative Update**

Spaeth updated the committee on the current fast-moving bills. One is the bill to overhaul juvenile corrections by shutting down Lincoln Hills by 2020. The State would continue to house serious juvenile offenders (SJO) but the County would supervise lesser offenders and house them in secured residential care (SRC) centers. A grant program would contribute 95% funding to establish an SRC but not support the operations of the facility. Counties also have the choice to partner with other counties, and as the County has two juveniles that qualify for this correctional placement, it would likely partner with a county like Racine that already has an established SRC. The other bill being closely watched is the County Executive modernization bill. Spaeth spoke to three major concerns including the compensation commission, accepting gifts/donations/grants without board approval, and biennial budgeting. She will testify in opposition.

MOTION: Hammitt moved, second by Cummings to adjourn the meeting at 10:02 a.m. Motion carried 6-0.

Respectfully submitted,

Keith Hammitt  
Secretary